

**TOWN OF VIENNA, VIRGINIA**  
**JOB DESCRIPTION**

**JOB TITLE: MAINTENANCE WORKER IV**  
**WATER AND SEWER DIVISION**  
**PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of senior-level and crew leader maintenance duties as required in Water and Sewer Division. Work involves performing a variety of maintenance, repair, finishing, excavating, grounds, utility, and vehicle operation activities; leading and assigning work to maintenance workers on job sites in the maintenance and repair of water and sewer lines, streets, grounds, and buildings; operating a variety of specialized commercial vehicles, power tools, asphalt equipment, small trucks, and other equipment; and completing daily work reports and maintaining records. Reports to the Water and Sewer Supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Leads, directs, and guides the work of maintenance workers on specific projects or jobs in a variety of street, water and sewer, grounds, and utility repairs and maintenance; repairs and maintains water and sewer lines; performs rodding and cleaning of manholes and sewer lines; climbs down into ditches with water and sewer lines; makes repairs; digs ditches; shores trenches.

Repairs and maintains streets; grades and patches streets; applies cold patch or hot mix asphalt; repairs potholes; forms, pours, and finishes concrete; restores catch basins, driveways; spreads gravel, dirt, tar, and other materials in the repair of roads and sidewalks; operates loop and asphalt equipment; loads and unloads trucks; performs flagman duties to regulate traffic flow around work site.

Operates and drives heavy-powered equipment and trucks, including jet-vac truck, tractors, cherry pickers, dump trucks, sewer rodder truck, jackhammer, bobcat, tractor mower, litter hog, etc.

Performs and oversees a variety of grounds maintenance work, including planting trees and shrubs, mowing grass, clearing areas of brush and trees, repairing fences and bridges, and performing other seasonal tasks such as snow removal, operating leaf machines, raking leaves, cutting grass, using weed-eater, shoveling and plowing snow, trimming shrubs, etc.

Prepares and paints interior and exterior walls; makes repairs to Town buildings; performs minor construction/repair, carpentry, electrical, and plumbing work.

## **MAINTENANCE WORKER IV**

Operates and maintains a variety of standard power tools and equipment in grounds and building maintenance and repair activities on a regular basis.

Completes and writes daily work reports; maintains records.

Performs work on-call in emergencies.

Complies with the Town's safety and operating procedures.

Recognizes safety hazards.

Installs, maintains, and services fire hydrants.

Loads and unloads materials by hand and mechanically.

Changes water meters and pumps at well houses and residences.

Sets up and disassembles work zones.

Receives and/or reviews various records and reports such as water breaks, sewer backups, leaking pipes, manhole, water valves, work orders, oral instruction, written complaints, etc.

Prepares and/or processes various records and reports such as oral instruction, work reports, written complaints, etc.

Refers to supervisor, maintenance/repair manuals, operating manuals, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles and equipment such as backhoe, loader, bobcat, rubber tire loader, pressure cleaning truck, rodder truck, skid steer loader, bucket truck, knuckle boom truck, asphalt paver, single and tandem axle dump truck, snow plows, sanders, etc.

Uses a variety of tools such as jackhammers, hand tools, power tools, shovels, air compressor, generator, trash pump, tamper, etc.; and a variety of supplies such as gravel, base, coal mix, cement, lime, water bands, asphalt, copper pipe, couplings, general office supplies, etc.

Interacts and communicates with various groups and individuals such as the Water and Sewer Supervisor, crew, Town Hall, Police Department, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs the inventory of water/sewer supplies.

Reads meters when necessary.

Performs maintenance of vehicles/equipment and power/hand tools.

Cleans catch basins.

Assists Sanitation when necessary.

## **MAINTENANCE WORKER IV**

Cleans storage sheds.

Fills in for the supervisor if necessary.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with three to four years of equipment operation experience; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have a valid State commercial driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including backhoes, ditching machines, boring machines, hydro-hammers, air compressors, shovels, rakes, hand tools, etc. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are those for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of informational documents. Requires the ability to prepare time cards and job descriptions, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

**Intelligence:** Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including Mechanics.

**Numerical Aptitude:** Requires the ability to add and subtract totals and to multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

## **MAINTENANCE WORKER IV**

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automobiles, trucks and other equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Water and Sewer Division of the Public Works Department as they pertain to the performance of duties of the Maintenance Worker IV. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of the operation of motorized equipment used in construction and maintenance. Has knowledge of the standard methods, materials, and equipment employed in construction and maintenance operations. Has considerable knowledge of the occupational hazards and the safety precautions necessary for the proper operation of varied construction and maintenance equipment. Has considerable knowledge of the geography and of the location of roads and streets within the Town. Has thorough knowledge of the methods, materials, tools, and equipment used in road maintenance. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret materials pertaining to the responsibilities of the job. Is able to assemble information and make written reports and records in a concise, clear, and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Has knowledge of proper English usage, vocabulary, spelling, and punctuation. Is able to make required mathematical computations. Has knowledge of applicable occupational hazards and safety precautions. Is able to operate trucks and heavy motorized equipment. Is skilled in the use of machine and hand tools. Is able to supervise and direct work crews. Is able to understand and follow oral and written instructions. Is able to make routine decisions independently in accordance with laws, regulations, and Town policies and procedures, and to solve problems, and answer questions. Is able to establish and maintain effective working relationships as necessitated by work assignments.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all Town departments and divisions, co-workers and customers, and the general public.

## **MAINTENANCE WORKER IV**

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and on time with a minimum of tardiness and absences and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within Town.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.